



## NATIONAL ARCHIVES AND RECORDS ADMINISTRATION

[NARA-2023-032]

### Agency Information Collection Activities: Submission for OMB Review; Comment Request

**AGENCY:** National Archives and Records Administration (NARA).

**ACTION:** Notice.

**SUMMARY:** We have submitted a request to the Office of Management and Budget (OMB) for approval of a reinstatement of one information collection and renewal of three information collections. The reinstated information collection is prepared by companies and organizations that wish to digitize archival holdings with privately-owned equipment. The first renewal information collection is prepared by organizations that want to make paper-to-paper copies of archival holdings with their personal copiers at the National Archives at the College Park facility. The second renewal is used to advise requesters of the correct procedures to follow when requesting certified copies of records for use in civil litigation or criminal actions in courts of law, and the information to be provided so that records may be identified. The third renewal information collection is used when veterans, dependents, and other authorized individuals request information from or copies of documents in military personnel, military medical, and dependent medical records. We invite you to comment on the proposed information collections.

**DATES:** OMB must receive written comments on or before [INSERT DATE 30 DAYS AFTER PUBLICATION IN THE FEDERAL REGISTER].

**ADDRESSES:** Send any comments and recommendations on the proposed information collection in writing to [www.reginfo.gov/public/do/PRAMain](https://www.reginfo.gov/public/do/PRAMain). You can find this particular information collection by selecting “Currently under 30-day Review – Open for Public Comments” or by using the search function.

**FOR FURTHER INFORMATION CONTACT:** Tamee Fechhelm, Paperwork Reduction Act

Officer, by email at [tamee.fechhelm@nara.gov](mailto:tamee.fechhelm@nara.gov) or by telephone at 301.837.1694 with any requests for additional information.

**SUPPLEMENTARY INFORMATION:** Pursuant to the Paperwork Reduction Act of 1995 (Public Law 104-13), we invite the public and other Federal agencies to comment on proposed information collections. We published a notice of proposed collection for this information collection on March 20, 2023 (88 FR 16670) and we received no comments. We are therefore submitting the described information collection to OMB for approval.

If you have comments or suggestions, they should address one or more of the following points:

(a) whether the proposed information collection is necessary for NARA to properly perform its functions; (b) our estimate of the burden of the proposed information collection and its accuracy; (c) ways we could enhance the quality, utility, and clarity of the information we collect; (d) ways we could minimize the burden on respondents of collecting the information, including through information technology; and (e) whether this collection affects small businesses.

In this notice, we solicit comments concerning the following information collection:

1. Title: Request to Digitize Records

OMB number: 3095-0017

Agency form number: None

Type of review: Regular

Affected public: Companies and organizations that wish to digitize archival holdings in the National Archives of the United States or a Presidential library for micropublication

Estimated number of respondents: 10

Estimated time per response: 5 hours

Frequency of response: On occasion (when respondent wishes to request permission to digitize records)

Estimated total annual burden hours: 50

Abstract: The information collection is prescribed by 36 CFR 1254.92. The collection is

prepared by companies and organizations that wish to digitize archival holdings with privately-owned equipment. NARA uses the information to determine whether the request meets the criteria in 36 CFR 1254.94, to evaluate the records for digitization, and to schedule use of the limited space available for digitizing.

2. Title: Request to use personal paper-to-paper copiers at the National Archives at College Park facility

OMB number: 3095-0035

Agency form number: None

Type of review: Regular

Affected public: Business or other for-profit

Estimated number of respondents: 5

Estimated time per response: 3 hours

Frequency of response: On occasion

Estimated total annual burden hours: 15 hours

Abstract: The information collection is prescribed by 36 CFR 1254.86. Respondents are organizations that want to make paper-to-paper copies of archival holdings with their personal copiers. NARA uses the information to determine whether the request meets the criteria in 36 CFR 1254.86 and to schedule the limited space available.

3. Title: Court Order Requirements

OMB number: 3095-0038

Agency form number: NA Form 13027

Type of review: Regular

Affected public: Veterans and Former Federal civilian employees, their authorized representatives, state and local governments, and businesses

Estimated number of respondents: 5,000

Estimated time per response: 15 minutes

Frequency of response: On occasion

Estimated total annual burden hours: 1,250 hours

Abstract: The information collection is prescribed by 36 CFR 1228.164. In accordance with rules issued by the Office of Personnel Management, the National Personnel Records Center (NPRC) of the National Archives and Records Administration (NARA) administers Official Personnel Folders (OPF) and Employee Medical Folders (EMF) of former Federal civilian employees. In accordance with rules issued by the Department of Defense (DOD) and the Department of Transportation (DOT), the NPRC also administers military service records of veterans after discharge, retirement, and death, and the medical records of these veterans, current members of the Armed Forces, and dependents of Armed Forces personnel. The NA Form 13027, Court Order Requirements, is used to advise requesters of (1) the correct procedures to follow when requesting certified copies of records for use in civil litigation or criminal actions in courts of law and (2) the information to be provided so that records may be identified.

4. Title: Forms Relating to Military Service Records

OMB number: 3095-0039

Agency form number: NA Forms 13036, 13042, 13055, 13075, and 13177

Type of review: Regular

Affected public: Veterans, their authorized representatives, state and local governments, and businesses

Estimated number of respondents: 79,800

Estimated time per response: 5 minutes

Frequency of response: On occasion (when respondent wishes to request information from a military personnel, military medical, and dependent medical record)

Estimated total annual burden hours: 6,650 hours

Abstract: The information collection is prescribed by 36 CFR 1228.164. In accordance with rules issued by the Department of Defense (DOD) and the Department of Transportation

(DOT, U.S. Coast Guard), the National Personnel Records Center (NPRC) of the National Archives and Records Administration (NARA) administers military personnel and medical records of veterans after discharge, retirement, and death. In addition, NPRC administers the medical records of dependents of service personnel. When veterans, dependents, and other authorized individuals request information from or copies of documents in military personnel, military medical, and dependent medical records, they must provide on forms or in letters certain information about the veteran and the nature of the request. A major fire at the NPRC on July 12, 1973, destroyed numerous military records. If individuals' requests involve records or information from records that may have been lost in the fire, requesters may be asked to complete NA Form 13075, Questionnaire about Military Service, or NA Form 13055, Request for Information Needed to Reconstruct Medical Data, so that NPRC staff can search alternative sources to reconstruct the requested information. Requesters who ask for medical records of dependents of service personnel and hospitalization records of military personnel are asked to complete NA Form 13042, Request for Information Needed to Locate Medical Records, so that NPRC staff can locate the desired records. Certain types of information contained in military personnel and medical records are restricted from disclosure unless the veteran provides a more specific release authorization than is normally required. Veterans are asked to complete NA Form 13036, Authorization for Release of Military Medical Patient Records, to authorize release to a third party of a restricted type of information found in the desired record. For those who have already made a request, and want to check the status, they can use NA Form 13177, Check the Status of a Clinical & Medical Treatment Records Request.

**Sheena Burrell,**

*Executive for Information Services/CIO.*

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